RIFFAT GULL

House No.06 Old Labor Colony S.I.T.E Area Indus Chari
Hyderabad
Contact: 0315-3753696, 0342-3552674
Email; riffatgull1982@hotmail.com

Personal Information:

- *Father Name* *Muhammad Suleman*
- *Marital Status* *Single*
- *Date of Birth* *26-04-1982*
- *N.I.C No* *41304-7397256-4*
- *Domicile* *Hyderabad*

Working Experience:

10, Jan-2009 to Date **RAAZY MOTOR INDUSRTY HYDERABAD**

Account Assistant

- Work in **FoxPro** system. Organization internally **Based FoxPro System.**
- Preparation Purchase & Sales Statement for sale tax Record.
- Preparation Vendor and Dealers Ledger.
- Preparation Voucher Payment Voucher, Receive Voucher, Journey Voucher, Contra Voucher, Sales Voucher, Bill Voucher.
- Dealer's Payment Conformation in Banks.
- Preparation Suppliers Purchase Record maintain in Files & Computer Program.
- Preparation Monthly Sales Invoices.
- SRB Monthly Working & E-File.
- Reconciliation Dealers & Vendor Ledgers for Monthly basis.
- Preparation of suppliers' Payment and Calculation W/H Tax Thereon.

Working Experience:

Jan-2005 to Aug-2008 **RAAZY MOTOR INDUSRTY HYDERABAD**

Store In charge

- Maintain Parts wise Stock Report in Daily and Monthly basis.
- Check Parts wise shortages in daily Bases.
- Maintain All Record Stock In and Stock Out in Computer or manual.

Working Experience:

2002 to 2003 **FAITH MOTOR LIMITED HYDERABAD**

Assistant Store In charge

- Maintain Parts wise Stock Report in Daily and Monthly basis.
- Check Parts wise shortages in daily Bases.
- Maintain All Record Stock In and Stock Out in Computer or manual

Educational Attainments:

- M.A Economic Pass 2nd class Govt Shah Latif Girls Collage Hyderabad.
- (M.A) Pas s'2nd Class' in Zubaida Girls College Behafe Sindh University Jamshoro (2004-2005)
- (B.A) Pas s'2nd Class' in Zubaida Girls College Behafe Sindh University Jamshoro (2002-2003)
- (HSC) Pass In (General Group)" Grede 'C' "Govt Nazareth Girls College (2000-2001)
- (SSC) Pass in Hyderabad Board Sindh (1998-1999)

Professional Qualification:

- MS Office 97/2000
- Microsoft word XP
- Microsoft Excel XP

Computer Skills:

- Microsoft Windows 98
- Microsoft Windows 2000
- Microsoft Windows XP